Submitting an Affidavit

Using the KCW - WPM button

Note: Since the new KCW program system was completed there have been some changes in the requirements for reporting on active grants (as noted on the 2011 Grant Conditions). There will be selections on some of the dropdowns that will not be used at this time.
First step is to login to the KCW at: http://khap.kdhe.state.ks.us/public/kcw.

- After login, go to the Grant Mgmt Homepage.
- Find the appropriate grant.
- Press the "WPM" button.
- Go to the Financial Transaction tab on the Work Plan Summary homepage.
Special note about Reporting Periods

There will only be two Reporting Periods to choose from, due to the 2011 Grant Conditions, stating that there will be only two status reports due per year (July 15 and January 15).

If you wish to submit additional affidavits between these dates let your Project Officer know. (The PO has the ability to add reporting periods to cover the additional affidavits.)
The following procedure is for submitting an Affidavit.

When the "Add Financial Transaction" button is pressed this screen will come up:

Select the Affidavit in the Transaction Type.

You will not be required to select a payment type.

Select the correct Reporting Period.

Put the dollar amount of the expenditures in the categories (whole numbers only).

Click the "Add Transaction" button and an email is sent to the Project Officer (PO) notifying them that an affidavit has been submitted.
Before an affidavit has been submitted the Financial tab will start with only the Original Budget visible.

The approved PIP budget will be referred to as the "Original Budget".

The original budget will always have the status of Approved.

After an affidavit has been submitted the Financial Transaction tab will show the original

The affidavit is now in Waiting PO approval.
Next the PO will look over the affidavit and Approve, Reject or Return for More Information (NMI).

- When an affidavit is returned for more information, an email will be sent to the Coordinator requesting a change to the affidavit. (Project Officers are unable to revise an affidavit. The Coordinator will be responsible for any changes on an affidavit.)

- Example of email:

  From: NPS  
  Sent: Wednesday, July 13, 2011 4:37 PM  
  To: Dolly McKasson  
  Cc: Dolly McKasson  
  Subject: KCW Affidavit has been Returned

  Your Affidavit for Project # 2011-W056; project name This grant is for training purposes. 6-22-11 has been returned.

  This is an automated message. Please do not reply to this email.

  If you have questions or need assistance, please contact your project officer or watershed field coordinator.
The status after the PO has returned the affidavit to the Coordinator will be "Awaiting User Addl Info"

After you have received the email that the affidavit has been returned, Sign into the KCW and select the WPM button corresponding to the grant and go to the Financial Transaction tab. Click on the "N" button and the affidavit will open for editing.
Make changes in the category table and press the "Save Category Amounts ONLY" button.

The reason for the return will be stated in the box to the left.
When the changes have been made, press the "Save and Send Email to PO" -- The process will start over.

If you decide to return to previous page, any changes made will not be saved.
Approved Affidavit

- There are several status’ to approving an affidavit.
  1. Awaiting PO Approval – Project Officer
  2. Awaiting AA Approval – Administrative Assistant
  3. Awaiting PM Approval – Program Manager

- An email will be sent to the Coordinator informing them the affidavit has been approved when the affidavit has gone through the 4 steps above.

- When the status is “Sent to CAPS” it has been through the approval process and has been sent to the financial dept. for payment.

- After the “Sent to CAPS” status is visible, please allow at least 3 weeks for payment.
An affidavit will only be rejected in rare instances.

- An email will be sent to the Coordinator with the reason for the rejection.
- An affidavit cannot be submitted again once it has been rejected.